
OSD Update

The Operational Services Division
One Ashburton Place, Room 1017
Boston, MA 02108

98-6B

TO: Chief Financial Officers, Department Heads, Procurement Management Team Members

FROM: Tess Francisco, Procurement Team Leader for Professional Services and
The Financial Services Procurement Management Team (PMT) for Tax Exempt Lease
Purchases

DATE: May 20, 1998

SUBJECT: REVISED EDITION OF TAX EXEMPT LEASE PURCHASE (TELP) HANDBOOK

We are pleased to announce a new edition of the Tax Exempt Lease Purchase Handbook. This edition includes suggestions from PMT members, Departments and contractors gathered after the first six months' use of this new contract. This Update also supersedes OSD Updates 98-6 and 98-6A. This edition includes more information for Departments to decide whether or not a TELP is appropriate in individual situations. The first thirteen pages cover the decision-making process in detail. There is a new Tax Exempt Lease Purchase (TELP) Authorization Form included in the "Sample Forms Section." Departments need to have this processed by the Fiscal Affairs Division (FAD) before quotes are sent to contractors. This is to verify that sufficient funding is available to Departments.

The seven contractors are listed with current contact information on page 14. Koch Financial Corporation was added as an additional contractor in December 1997. The current contractors are:

ABN-AMRO
(vendor code: 1332279450007)
Judith Marshall
781/932-3530 (phone) 781/932-4235 (fax)
Judy_Marshall@ABNAMRO.com

BankBoston
(vendor code: 0424724990112)
Kim Mooers
617/434-4099 (phone) 617/434-1149 (fax)
KWMooers@BKB.com

National Capital Resources
(vendor code: 0431068960003)
Rodney Jones
617/227-6454 (phone) 617/720-0345 (fax)
NCRJones@MSN.com

AT&T Capital Corporation
(vendor code: 1332406790025)
Lisa Grieco
973/606-4816 (phone) 973/606-3712 (fax)
Lgrieco@capita.com

Merrill Lynch
(vendor code: 1356740850001)
Edward J. Sisk
212/449-9938 (phone) 212/449-9856 (fax)
ESisk@exchange.ML.com

State Street Bank & Trust Company
(vendor code: 0418674450031)
Lee Ormiston
617/664-3945 (phone) 617/310-5635 (fax)
lormiston@fmg-statestreet.com

(see next page for Koch Financial)
Koch Financial Corporation
(vendor code: 4811151690001)
Robert W. McIntire
Koch Financial Corporation (cont.)
Robert W. McIntire
316/828-3835 (phone) 316/828-4321 (fax)
mcintirr@kochind.com

The last section of the TELP Handbook explains how to use MMARS, the state accounting system, to fill out the Lease Order (LO) Form. **All TELPs must be processed using the Recurring Payment System.** The MMARS reference tables for this contract are found in the Price Agreement Tables section under FIN01.

For your convenience, all forms needed are included in the revised TELP Handbook.

If you need extra copies of the TELP Handbook, or forms, please visit our Internet site at www.comm-PASS.com. Once there, click on "Closed Solicitations by Purchasing Entity", then "Operational Services Division," then "Professional Services", then "Tax Exempt Lease Purchase (TELP) Financing Statewide Contract" (reference number ST7L001). The TELP Handbook (revised 5/98) is under the "Title" portion of this page. The individual forms are under the section titled "Related Files". If you need assistance in downloading the documents or finding your way around comm-PASS, please contact the comm-PASS Help Desk at 1-888-627-8283.

This contract will be managed by the TELP PMT. Responsibilities and members to call are as follows:

Documentation/Contract Issues: Tess Francisco (OSD) 617/727-7500 x235
Indices Issues: Lou Angeloni (ITD) 617/973-0715 or John Simon 617/727-3040 x653
Budget Bureau Issues: Kate Gallivan (FAD) 617/727-2040
Legal Issues: Jenny Hedderman (OSC) 617/727-5000 x256
Energy and Water Service Performance Contract Issues: Hope Davis (DCP) 617/727-4030 x447.